

15 September 2001

Training

U. S. ARMY INTELLIGENCE CENTER AND FORT HUACHUCA COMMAND  
LANGUAGE PROGRAM

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**Summary.** This new regulation establishes a program for mission-required, resident and nonresident foreign language training for the U. S. Army Intelligence Center and Fort Huachuca (USAIC&FH).

**Applicability.** This regulation applies to all units with assigned linguists serviced by the USAIC&FH Military Intelligence Foreign Language Center (MIFLC).

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the proponent.

**Suggested improvements.** The proponent for this regulation is the Director of Continuous Learning, USAIC&FH. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Form) through channels to Commander, Intelligence Center and Fort Huachuca, ATTN: ATZS-CLA, Fort Huachuca, AZ 85613-6000.

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## **Chapter 1**

### **Functions and Responsibilities**

**1-1. Purpose.** The purpose of this regulation is to--

- a. Establish a program for mission-required resident and non-resident foreign language training at the U. S. Army Intelligence Center and Fort Huachuca (USAIC&FH).
- b. Describe the USAIC&FH Command Language Program (CLP), and define its terms, conditions and provisions.
- c. Provide guidance to subordinate commanders for the development and conduct of language training.
- d. State the conditions and standards for contracting foreign language instruction.

### **1-2. References.**

Referenced and required publications are listed in appendix A.

### **1-3. Explanation of abbreviations and terms.**

Abbreviations and terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities.**

- a. USAIC&FH Program Manager (PM). The Director of Continuous Learning, as PM exercises staff proponentcy for foreign language training of the USAIC&FH CLP through the Command Language Program Manager (CLPM), Continuous Learning, ATTN: ATZS-CL, Fort Huachuca, AZ 85613-6000, COM (520) 533-2135/2136 or DSN 821.
- b. Director of Continuous Learning and 111<sup>th</sup> MI Bde commander will jointly provide overall command, control, and oversight to the CLP, and will co-chair the Command Language Program Council (CLPC).
- c. CLPC (see Appendix 3).
  - (1) The CLPC will be composed of--
    - (a) Director of Continuous Learning.
    - (b) 111<sup>th</sup> MI Bde commander and Bn commanders.

(c) Battalion commanders

(d) USAIC&FH CLPM and Bn CLPMs

(2) CLPC Functions--

(a) Guide the language training in the CLP by providing outlined training requirements, updated Defense Language Institute Foreign Language Center (DLIFLC) and national requirements, and mission required language skills changes based on the current world situation.

(b) Provide evaluation of overall program effectiveness and evaluation of language training to provide both oversight and adequate funding within the Command Budget Estimate (CBE).

(c) Ensure policies are developed for sustainment and enhancement training in the CLP.

(d) Ensure contracting for language instruction is consistent with Headquarters Department of the Army (HQDA) and DLIFLC policies.

d. The USAIC&FH CLPM will--

(1) Establish policies for the sustainment and enhancement training of mission-required and mission-related foreign language skills for all military linguists.

(2) Ensure that USAIC&FH policies are consistent with DLIFLC policies and supported by the Army Foreign Language Program Office (AFLPO), and other government agencies as prescribed.

(3) Use HQDA established performance and proficiency standards for USAIC&FH linguists.

(4) Provide for annual reevaluation in all additional languages to maintain an accurate linguistic database.

(5) Maintain data and information to support language training.

(6) Review and evaluate the adequacy of unit resource requests and requirements in support of language training.

(7) Coordinate with other government agencies, major Army commands (MACOMs), DLIFLC, and Army Service Programs Manager (SPM) to promote mutually reinforcing language programs.

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(8) Notify the HQDA, Army SPM, and DLIFLC on receipt of notice of termination of an approved unit language training program.

(9) Represent USAIC&FH language interests at professional conferences, to other agencies, DLIFLC, and MACOMs as appropriate.

(10) Identify resource requirements to achieve language training and readiness objectives in the CBE.

(11) Provide evaluation of overall program effectiveness to TRADOC Program Manager, as well as recommendations for improvements.

(12) Serve as the USAIC&FH REDTRAIN/ The Army Language Program (TALP) manager and submit required reports to the Executive Agent.

(13) Consolidate management of language proficiency testing, to include scheduling and administrative actions relating to military trained linguists.

(14) The CLPM will be DLIFLC certified.

e. Subordinate commanders will--

(1) Provide access to language training programs, instructors and instructional material in accordance with (IAW) this regulation in the control language held by all linguists assigned to their units. Monitor the status of linguist proficiency within their command, and evaluate the effectiveness of unit language programs.

(2) Serve as members of the CLP council and appoint a CLPM, who is a linguist, to coordinate language training activities within the unit and identify the representative to the USAIC&FH CLPM, Military Intelligence Foreign Language Center (MIFLC), not later than (NLT) 30 days after appointment.

(3) Require annual reevaluation of all linguists, who have been trained in one or more foreign languages at government expense (not to include Headstart or Gateway) or are in a language dependent military occupational specialty (MOS), regardless of the language source.

(4) Provide access to refresher, sustainment, and enhancement training, retest, and when required, initiate reclassification, or withdrawal of the MOS or language skill qualification

identifier from linguists who fail to qualify in their control language, IAW AR 611-6 and this regulation.

(5) Encourage personnel who display language proficiency, although not trained at government expense, to maintain language proficiency. Encourage them to be evaluated via Defense Language Proficiency Test (DLPT) so the appropriate activity can maintain a current database of linguistic resources and proficiency levels.

**1-5. Scope.** The USAIC&FH CLP includes all foreign language training conducted by, or under contract to, USAIC&FH units for the purpose of refreshing, maintaining, or improving mission required language skills and tasks. It does not include language education for non-military purposes nor the allocation and assignment of school seat quotas for language acquisition training.

**1-6. Objectives.** The CLP is established to ensure that soldiers can perform foreign language tasks to peacetime and wartime mission standards and is designed to improve individual language proficiency and unit readiness IAW AR 220-1 and AR 611-6.

**1-7. Training Principles.**

a. Language training under this regulation is based on six learning objectives--

(1) Language training is to satisfy readiness requirements and is a responsibility of commanders.

(2) Regular testing and monitoring of proficiency is essential to an effective language training program.

(3) Individual soldier participation in foreign language training is mandatory for the achievement of readiness objectives.

(4) Access to qualified instructors must be an integral part of every language program.

(5) Language training should include access to current foreign language media (newspapers, periodicals, technical journals, broadcasts, etc.) and reference materials to provide accurate understanding of contemporary language usage necessary for effective communication.

(6) Language training requires knowing what and how to train, instructor feedback on linguist performance, and evaluation of training results.

b. Language training is ultimately the responsibility of each soldier-linguist.

## Chapter 2

### Testing and Evaluation

**2-1. Purpose.** The purpose of this chapter is to--

- a. Establish foreign language proficiency qualification standards IAW DA guidelines.
- b. Require proficiency testing and reporting of military linguist proficiency ratings.
- c. Establish reporting requirements.

**2-2. General.** Foreign language proficiency is indispensable to the military linguist. It provides an indication of ability to succeed in training and perform the mission, or is linked directly to readiness. Language skills are highly perishable when not routinely practiced; therefore, proficiency must be tested regularly. Accurate records are essential to monitor proficiency in an organization and conduct effective language training programs.

**2-3. Applicability.** This chapter applies to all USAIC&FH units, agencies, and activities with soldiers assigned in language-required Specialty Code MOS or Tables of Distribution and Allowances (TDA) positions.

**2-4. Standards.** The minimum language proficiency standard for MI linguists is DLPT level 2 (Limited Working Proficiency). Many MI positions require an even greater level of proficiency. All MI linguist authorizations contained in either a TDA or MTOE personnel authorization document must be annotated with a specific Language Identification Code (LIC). Minimum proficiency ratings for language required and dependent MOSs are as follows:

- a. MOS 97B Counterintelligence (CI) Agent, 351B CI Technician, 98C Signals Intelligence Analyst, and 352C Traffic Analysis Technician. When a soldier in one of these MOSs occupies an LIC billet on a manning document and/or he/she receives language training at DLIFLC, or elsewhere at government expense, the minimum proficiency standard is 2/2.
- b. MOS 97E Interrogator, 351E Interrogation Technician, 98G Voice Intercept Operator, and 352G Voice Intercept Technician. 97E, 351E, 98G, and 352G are language-dependent specialties. The minimum proficiency standard is 2/2.

c. Failure to meet minimum linguist proficiency standards outlined in AR 611-6 and USAIC&FH policy letter dated 24 March 1998, will require linguists to undergo remedial training with testing at six months and one year to provide them the opportunity to meet the proficiency standard IAW AR 611-6. Career soldiers who do not meet the proficiency standard will have their language qualification withdrawn and reclassification will be initiated if they are in a language-dependent MOS. First term soldiers who fail to meet the standard will not be reclassified but will be ineligible to reenlist as a linguist. Request for exception to this policy should be submitted to Commander, PERSCOM, ATTN: TAPC-EPL-M, 2461 Eisenhower Avenue, Alexandria, VA 22331-0457.

d. Training in Additional Languages. Cross training of proficient linguists is authorized and encouraged to enhance assignment flexibility and to meet contingency mission requirements.

(1) The minimum proficiency prerequisite to cross-train in an additional language is a current DLPT rating of 2/2 or higher in the control language. On completion of cross/conversion training, service member must take the DLPT. A minimum score of 2/2 is required for an MI linguist to be MOS-qualified in the new language.

(2) Results of all formal cross-training will be reported to PERSCOM for entry into the language master file. Changes of control language will only be allowed to balance inventory with documented language shortfalls. However, PERSCOM will capture all foreign language proficiency data, i.e., a score for each language in which a linguist is proficient.

e. Linguist Identification. Unit commanders will establish procedures to identify foreign language capability by interviewing all newly assigned personnel during in-processing to the unit. This interview should be an additional in-processing checklist item.

(1) Soldiers identified as possessing foreign language skills will be administered the appropriate DLPT(s), per the regulation, to verify and measure their proficiency. The results will be entered in the PERSCOM database.

(2) In languages for which a DLPT is not available, the soldier will be evaluated by an accepted foreign language testing instrument or by an oral proficiency interview (OPI) conducted by qualified DLI personnel. Results will be forwarded IAW AR 611-6, Paragraph 3-19. In addition, units will ensure that the documented foreign language skill of all assigned personnel are revalidated annually via the DLPT or an accepted evaluation instrument as mentioned above.

**2-5. Testing instrument.** The USAIC&FH CLP relies on the DLPT for measuring proficiency and determining training requirements.

a. DLPT: Validates language proficiency qualification IAW AR 611-6 and this regulation.

b. The DLPT will be administered by Directorate of Continuous Learning test control officer (TCO) at the MIFLC.

**2-6. Testing requirements.** Commanders will:

a. Test all soldier-linguists in language-required MOS or TDA positions annually with the DLPT in their control language. Soldiers in other DA TDA positions with the Army Skill Qualification Identifier "L" will be tested IAW AR 611-6.

b. Annually test MI soldier-linguists qualified in multiple languages with the DLPT.

c. When necessary, due to the large numbers requiring DLPT testing, assign priority to testing soldiers in language dependent MOSs in their control languages.

d. Retest soldiers who have failed to qualify in their control language after providing refresher training IAW AR 611-6.

e. Test all linguists assigned in language required MOSs with the DLPT to determine individual needs; subsequently, test with abbreviated and alternate versions of a comparable test, when available, to evaluate progress, and to design further training.

**2-7. Testing procedures.**

a. Annual testing with the DLPT will be accomplished within 30 days prior to the expiration of the previous DLPT test date.

b. Control and administration of the DLPT will be by the TCO IAW AR 611-6.

c. Language proficiency testing and reporting of results will be done annually, but no earlier than six months from the most recent test date IAW AR 611-6. A request for waiver to this policy may be submitted to DCSPER through PERSCOM if the soldier completes a significant training event as defined by DCSPER.

d. Testing may be done to identify and record progress from CLP-founded significant training event. Significant training events include but are not limited to: total immersion in country for a duration of six weeks or longer; six weeks or more of full-time intensive training (150 hours minimum); or attendance at DLIFLC or MIFLC, or other recognized and accredited refresher courses.

**2-8. Reports.** The following reports will be submitted by--

a. USAIC&FH CLPM--

(1) DD Form 2156 (Nonresident Foreign Language Program Training Report) is to be prepared and submitted annually, NLT 15 February, through command channels to Headquarters U. S. Army Training and Doctrine Command (HQTRADOC), ATTN: ATTG-IT, for review and forwarding to DLIFLC IAW AR 350-20.

(2) Letter, Notification of Unit Language Program Termination, will be submitted through command channels, IAW AR 350-20 and this regulation, at program termination to HQTRADOC, ATTN: ATTG-IT, for review and forwarding to DLIFLC.

b. TCO: DA Form 330 (Language Proficiency Questionnaire), will be submitted IAW AR 611-6.

### **Chapter 3**

#### **Training**

**3-1. Purpose.** The purpose of this Chapter is to--

a. Require that individual linguists maintain proficiency in foreign language skills and tasks essential to accomplish the unit's peacetime and wartime missions.

b. Require that commanders provide soldiers regular access to refresher, maintenance, enhancement, and task-oriented training in their control language, as necessary, and monitor soldiers' performance and proficiency in language skills.

**3-2. Scope.** This chapter applies to units, agencies, and activities with soldiers assigned in language required MOS or TDA positions.

**3-3. Programs.** The USAIC&FH CLP is established on three programmatic bases--

a. Individual Training. This consists of supervised or self-paced training and study accomplished by the individual soldier on his/her own time. The objectives are global language proficiency IAW AR 611-6 and assurance of mission performance. This program of instruction is based on individual needs, either self-identified, or identified through the DLPT. For maximum effect, the unit CLPM will prepare an Individual Language Training Plan (ILPT) (see Appendix 4) with listing individual training objectives that include training tasks, performance tasks, completion milestones and recommended resources, to assist soldiers in self-improvement training.

b. Unit Training. This involves individual/team or group training established and conducted through the appropriate Language Group Leaders. The purpose is to maintain and improve language proficiency and mission capability. The program will include proficiency maintenance exercises and task oriented language activities, platform instruction, and participation by linguists in REDTRAIN or Live Environment Training (LET) mission support opportunities. The program is structured by the commander and may employ a variety of training materials and methods, as well as contract-hire or other qualified language instructors.

c. Refresher Training. This training will be conducted semi-annually for a period of two weeks, consisting of a minimum of 80 hours of intensive language study. During this period, the soldier's place of study will be the USAIC&FH MIFLC or alternative approved location. Soldiers may not be excused from training without the express permission of the battalion commander. The Program of Instruction will be divided into two classifications:

(1) Category I: Linguists achieving less than the requisite score for their language IAW AR 611-6 and will receive intensified remedial instruction in listening and reading comprehension. The global enhancement objective for program participants will be the minimum required scores as measured by the DLPT.

(2) Category II: Linguists achieving levels 2/2 or higher, dependent on their language IAW AR 611-6, and will be characterized by global/technical enhancement in all skill modalities.

### **3-4. Training requirements.**

a. Soldiers in language-required MOSs or TDA positions (for example, 98C1L or 97B1L) will achieve and maintain the proficiency standards, established in this regulation, in foreign language skills and tasks required to perform the military mission.

b. Commanders will—

(1) Provide access to foreign language training to accomplish the objectives of this regulation.

(2) Conduct language training during normal training hours to ensure maintenance of language proficiency and mission performance capability in the control language IAW this regulation.

(3) Continue enrollment of any linguists in language training programs who do not achieve the minimum proficiency standards of this regulation on retest with the DLPT. Initiate removal of linguist identifier or MOS reclassification of any soldier who fails to achieve the standards of AR 611-6 on retest.

(4) Conduct training to ensure technical competency in foreign language tasks specified in the MOS job book, Soldier Training Publication, or mission.

### **3-5. Technical oversight and program evaluation.**

a. The USAIC&FH CLP exercises technical oversight and technical control of all mission-required resident and non-resident language training within the command, IAW AR 350-20 and DLIFLC guidance.

b. Commanders will evaluate their language programs for training productivity and cost-effectiveness IAW paragraphs 2-8 and 3-6a, of this regulation, and provide other information that may be required by the USAIC&FH CLPM for the purpose of technical evaluation.

### **3-6. Funding.**

a. Funding requirements will be developed on language guidance provided in the USAIC&FH CBE.

b. The USAIC&FH CLPM is the program manager for mission required language training.

## **Chapter 4**

### **Unit Language Programs**

#### **4-1. General.**

a. The CLP will specify language-training objectives based on the results of the commander's and unit CLPM's assessments of language proficiency and the mission readiness of the unit members measured by the DLPT.

b. The commander determines objective, scope, focus, organization, management, procedures, conduct, and the implementation schedule for the unit program IAW this regulation and with the aggregate needs identified in the Individual Training and Evaluation Plan process.

c. CLP language training encompasses all mission-required and mission-related language training within USAIC&FH, that involve skills and tasks essential to perform the military mission and/or duty position to which a linguist is assigned.

**4-2. Administration.****a. Commanders will--**

(1) Publish a policy letter to define the unit CLP (the Office of Programs and Proponency, DLIFLC can assist units in the establishment of CLP goals), IAW DLIFLC Pamphlet 350-9.

(2) Appoint a linguist battalion level (officer, warrant officer or noncommissioned officer) who meets the level 2 proficiency requirements as the unit language representative. Ensure the representative has a minimum of twelve months retainability in the command.

(3) Allocate prime training time and appropriate resources IAW this regulation for all military linguists to attend language proficiency training.

(4) Counsel those soldiers who fail to achieve a minimum score of 2/2 on the DLPT.

**b. USAIC&FH CLPM will--**

(1) Maintain records of all individuals participating in CLP events/activities and individual programs, track DLPT status and test dates, and retain test results in a database.

(2) Remain the principal point of contact for all language training matters as they relate to the CLP, and advise linguists and supervisors on self-development activities to sustain and enhance language proficiency.

(3) Prepare yearly non-resident foreign language program reports for submission to HQDA and DLIFLC, and an annual budget for foreign language training requirements.

(4) Supervise and evaluate contract instructor performance and understanding of program goals and requirements.

(5) Prepare an agenda for and assist the Director of Continuous Learning to chair quarterly CLP council meetings, and provide advice and assistance to unit language representatives in the execution of their duties.

**c. Bde and Bn CLPMs will--**

(1) Assist the USAIC&FH CLPM in planning and executing the language training programs.

(2) Assist in researching language training opportunities for all linguists assigned to their brigade and battalion.

(3) Advise the brigade and battalion commanders on all language issues.

d. Unit Language Representatives will--

(1) Assist the Bn CLPM in all language training.

(2) Assist in researching language opportunities for all linguists assigned to their unit.

e. Individual linguists will--

(1) Enroll or be enrolled in a continuing program of individual study to maintain control language proficiency.

(2) Be afforded access to appropriate language program and material adequate to maintain proficiency and mission capability in their language.

(3) As part of the Integrated Test/Evaluation Program process, discuss and review language study strategies and proficiency ratings with their supervisor when counseling is conducted.

## Chapter 5

### Contracting for Language Instruction

**5-1. Purpose.** The purpose of this chapter is to establish guidelines for contracting foreign language instruction to satisfy the requirements of this regulation.

**5-2. Scope.** This chapter concerns contracting for the purpose of mission-required language training, not for mission related language training or education.

**5-3. Who may authorize contracting.**

a. The Commander USAIC&FH and the Director of Continuous Learning may authorize contractual foreign language instruction for the purpose of this regulation.

b. Only authorized Contracting Officers may initiate contractual agreements with non-Department of Defense (DOD) individuals and firms.

c. Any Contracting of foreign language instruction will be initiated by the USAIC&FH CLPM upon approval of a contract request by the CLPC.

**5-4. What may be contracted.**

a. Foreign language instruction may be contracted in a language matching the duty position requirements or control language for purposes of refreshing, maintaining, or enhancing proficiency in previously trained language skills and tasks IAW this regulation.

b. Contract development of foreign language materials production not authorized by DLIFLC and/or HQDA is prohibited. Any requirements for development or production of foreign language instructional materials will be submitted to the USAIC&FH CLPM for review and coordination with HQDA and DLIFLC. The CLPM or DLIFLC will administer all such contracts.

**5-5. Procedures.**

a. All applicable Federal Acquisition Regulations will be followed.

b. A statement of work (SOW) describing the service(s) to be contracted will be prepared by the USAIC&FH CLPM as a first step in the contracting process. The completed SOW will be attached to a completed DA Form 3953 (Purchase Request and Commitment) and forwarded through command channels to the servicing procurement office or contracting agency.

c. Contract and operational costs, including equipment requirements, maintenance, printing and reproduction, and duplication of audio/video tapes or other materials of any contract language initiative, are the responsibility of the USAIC&FH CLPM.

d. On request, the USAIC&FH CLPM will review or assist in reviewing contractor bids for technical sufficiency prior to contract award.

e. Audio-visual equipment support will be coordinated in advance of contracting through the Army Service Training Aids Support Office.

f. The USAIC&FH CLPM exercises technical oversight on all contract initiatives for foreign language instruction and evaluation of contract performance.



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